

The Department for Technical Education is required by federal regulations to monitor vocational education programs in compliance with civil rights laws prohibiting discrimination in education. Recipients of federal funds must be notified that the vocational programs in their institution will be audited and may be selected for an on-site review. All information collected will be compiled in a biennial report that is sent to the Office of Civil Rights in Washington, DC.

Yearly Classified Newspaper Advertisement:

- Prior to the beginning of each school year, each institution must publish a classified advertisement in a well-circulated newspaper in the service area of the institution. It must affirm their nondiscrimination policy statement and identify their EEO coordinator's name, address and telephone number. A brief summary of vocational programs and admission criteria should be included in the announcement.

On-Site Reviews:

On-site reviews will be conducted at selected institutions that may reflect disproportionate enrollment in technical education programs. The purpose of the review is to ensure compliance with civil rights legislation applicable to career and technical education programs as required in:

- Vocational Program Guidelines for Eliminating Discrimination and Denial of Services on the Basis of Race, Color, National Origin, Sex, and Handicap (Federal Register, March 22, 1979)
- Title VI: Nondiscrimination Under Programs Receiving Federal Assistance Through the Department of Education Effectuation of Title VI of the Civil Rights Act of 1964
- Section 504: Nondiscrimination on the Basis of Handicap in Program or Activities Receiving Federal Financial Assistance (Section 504: 34 CFR Part 104)
- Title IX: Nondiscrimination on the Basis of Sex in Education Programs or Activities Receiving Federal Financial Assistance (Title IX: 34 CFR Part 106)

Once the schools to be visited have been selected and notified, a letter will be sent containing information regarding the visit. The following information will be reviewed during the visit:

- Student Application
- Student data sheet/other student enrollment information
- Co-op applications/ any co-op information handed out
- Staff applications
- Program flyers
- Institutions Nondiscrimination Policy Statement

- Harassment Policy
- Catalog of programs
- Student handbook
- Staff handbook
- Student code of conduct
- Student grievance procedure
- Staff grievance procedure
- Any other publications describing vocational programs (student newspaper, staff newsletter, letterhead, and documents handed out to students and/or parents)
- Text book evaluations (will cover total number of individuals portrayed: males, females, minorities, and visible disabilities. Sex biased language: she—he—workman—wife)

Building Accessibility:

During the on-site review, a building accessibility check will also be conducted. A review will be done of parking, entrances, access to rooms, restrooms, water fountains, fire alarms, evacuation, signage, etc.

Findings:

Upon completion of the on-site review, a follow-up report with a summary findings and recommendations will be provided. If areas that require action are identified, a corrective action plan will need to be developed to complete the items identified in the report.

Contact:

If you have any questions regarding any of these issues please contact Angie Fischer at Angie.Fischer@education.ky.gov.